

**** **SAMPLE MEETING REQUEST LETTER** ****

Addresses for Representatives can be found at www.house.gov and addresses for Senators can be found at www.senate.gov.

Date

The Honorable (Name of Representative or Senator)

United States Senate/House of Representatives

Address

Attention: Appointment Scheduler

Re: Request for Meeting with Representative/Senator _____.

Dear Representative/Senator _____:

As a constituent, federal employee, and member of the Federal Managers Association (FMA) Chapter ____ located in _____, I am writing to request an opportunity to meet with you or a member of your staff on [DATE]. I would sincerely appreciate this opportunity to discuss issues of critical concern to the Association, federal managers, and me.

FMA draws its members from more than 40 different departments and agencies across the country. We are a non-profit association whose mission is to promote excellence in public service through effective management, working closely with the Executive Branch and Congress to provide policy-makers with the benefit of our members' views and experiences. FMA has a strong history of providing expert testimony before Congress on a wide range of issues, and we serve on key Executive Branch councils and working groups charged with promoting an effective federal workforce. I would be happy to provide you with a copy of FMA's legislative agenda.

As managers and supervisors in the federal government, FMA members want to provide high-quality services to U.S. taxpayers in the most efficient manner possible. America deserves a first-class, sustainable civil service, and we look forward to continuing the Association's work with Members of Congress toward this end.

Thank you in advance for this opportunity to share FMA's views and opinions with you. I look forward to your reply. I can be reached at (*personal phone number/e-mail*).

With kindest regards, I am

Sincerely yours,

Your name

Your personal contact information (including address and email)